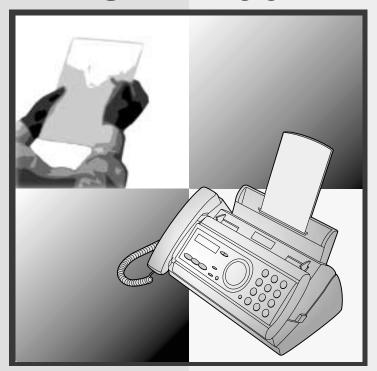
SHARP

UX-A450



FACSIMILE OPERATION MANUAL

- 1. Installation
- 2. Using the Answering Machine
- 3. Sending Faxes
- 4. Receiving Faxes
- 5. Making Copies
- 6. Special Functions
- 7. Printing Lists
- 8. Maintenance
- 9. Troubleshooting

IMPORTANT

PLEASE KEEP THE EXTERNAL & INTERNAL PACKAGING SAFE.

PLEASE DO NOT THROW IT AWAY.

IN THE UNLIKELY EVENT OF A HARDWARE FAILURE, OUR REPAIR CENTRE WILL ASK YOU TO PUT YOUR SHARP FACSIMILE IN THIS BOX.

THANK YOU FOR YOUR ASSISTANCE.

MAINS PLUG WIRING INSTRUCTIONS

This equipment is fitted with a moulded type mains plug which incorporates a detachable fuse cover, under no circumstances should the plug be used without the fuse cover fitted. In the unlikely event of the socket outlet in your home not being compatible with the plug supplied, cut off the mains plug and fit an appropriate type observing the wiring code below.

DANGER: The fuse from the cut-off plug should be removed and the plug should be disposed of in a safe manner. Under no circumstances should the cut-off plug be inserted into a socket outlet as a serious electric shock may occur.

If you are not sure how to do this, get help from a qualified electrician.

IMPORTANT

The wires in this mains lead are coloured in accordance with the following code:

GREEN-AND-YELLOW: Earth
BLUE: Neutral
BROWN: Live

As the colours of the wires in the mains lead of this apparatus may not correspond with the coloured markings identifying the terminals in your plug, proceed as follows:The wire which is coloured **GREEN-AND-YELLOW** must be connected to the terminal in the plug which is marked by the letter **E**, or by the safety earth symbol $\frac{1}{2}$ or coloured green or green-and-yellow.The wire which is coloured **BLUE** must be connected to the terminal which is marked with the letter **N** or coloured black.The wire which is coloured **BROWN** must be connected to the terminal which is marked with the letter **L** or coloured red.

This apparatus must be protected by a 13A fuse in the mains plug or distribution board.

"WARNING: THIS APPARATUS MUST BE EARTHED"

This equipment complies with the requirements of Directive 1999/5/EC.

Dieses Gerät entspricht den Anforderungen der EU-Richtlinie 1999/5/EG.

Cet appareil est conforme aux exigences de la directive 1999/5/CE.

Este aparato satisface las exigencias de las Directiva 1999/5/CE.

Quest'apparecchio è conforme ai requisiti delle direttiva 1999/5/CE.

Dit apparaat voldoet aan de eisen van de richtlijn 1999/5/EG.

Este equipamento obedece às exigências da directiva 1999/5/CE.

Η συσκευή αυτή ανταποκρίνεται στις απαιτήσεις των οδηγια 1999/5/ΕΚ.

Denna utrustning uppfyller kraven enligt direktiv 1999/5/EC.

Dette udstyr overholder kravene i direktiv 1999/5/EF.

Dette produktet oppfyller kravene i direktiv 1999/5/EC.

Tämä laite täyttää direktiivi 1999/5/EY.

This is a facsimile product operating in British and Irish analogue public switched telephone networks which follow the CTR21 Standard.

The Declaration of Conformity can be viewed at the following URL address.

http://www.sharp.de/doc/UX-A450.pdf

Introduction



Welcome, and thank you for choosing a Sharp fax machine! The features and specifications of your new Sharp fax are shown below.

Automatic dialling 30 numbers

Imaging film Initial starter roll (included with machine):

10 m (approx. 30 A4 pages)

Replacement roll (not included):

UX-6CR 50 m (one roll yields

approx. 150 A4 pages)

Memory size* 448 KB (approx. 24 average pages with no

voice messages recorded and ECM turned off, or 20 minutes of voice messages (including OGMs) with no documents in

memory)

Modem speed 14,400 bps with automatic fallback to lower

speeds.

Transmission time* Approx. 6 seconds (only when ECM is on)

Resolution Horizontal: 8 pels/mm

Vertical:

Standard: 3.85 lines/mm Fine /Halftone: 7.7 lines/mm Super fine: 15.4 lines/mm

Automatic document

feeder

10 pages max. (A4, 80 g/m² paper)

Recording system Thermal transfer recording

Halftone (grayscale) 64 levels

Display 16-digit LCD display

Compression scheme MR, MH, MMR

^{*}Based on Sharp Standard No. 1 Chart at standard resolution is Sharp special mode, excluding time for protocol signals (i.e., ITU-T phase C time only).

Paper tray capacity Approx. 50 A4-size sheets

(at room temperature; maximum stack height (60 to 80-q/m² paper)

should not be higher than the line on the tray)

Applicable telephone line Analog public switched telephone network

(CTR21) / PBX

Compatibility ITU-T (CCITT) G3 mode

Input document size Automatic feeding:

> Width: 148 to 210 mm Length: 140 to 297 mm

Manual feeding:

Width: 148 to 210 mm Length: 140 to 600 mm

210 mm max. Effective scanning width

Effective printing width 204 mm max.

Contrast control Automatic/Dark selectable

Reception modes TEL/FAX,TEL, FAX, A.M.

Single / Multi (99 copies/page) Copy function

Telephone function Yes (cannot be used if power fails)

Power requirements 230 V AC, 50 Hz

5 - 35°C Operating temperature

Humidity 25 - 85% RH

Power consumption Standby: 2.5 W

Maximum: 110 W

Dimensions (without

attachments)

Width: 327 mm Depth: 193 mm Height: 163 mm

Weight (without Approx. 2.8 kg

attachments)

As a part of our policy of continuous improvement, SHARP reserves the right to make design and specification changes for product improvement without prior notice. The performance specification figures indicated are nominal values of production units. There may be some deviations from these values in individual units.

Important safety information

Do not disassemble this machine or attempt any procedures not described in this manual. Refer all servicing to qualified service personnel.

Do not install or use the machine near water, or when you are wet. For example, do not use the machine near a bath tub, wash bowl, kitchen sink or laundry tub, in a wet basement, or near a swimming pool. Take care not to spill any liquids on the machine.

Unplug the machine from the telephone socket and then the power outlet and consult a qualified service representative if any of the following situations occur:

- Liquid has been spilled into the machine or the machine has been exposed to rain or water.
- The machine produces odors, smoke, or unusual noises.
- The power cord is frayed or damaged.
- The machine has been dropped or the housing damaged.

Do not allow anything to rest on the power cord, and do not install the machine where people may walk on the power cord.

This machine must only be connected to a 230 V, 50 Hz, earthed (3-prong) outlet. Connecting it to any other kind of outlet will damage the machine and invalidate the warranty.

Never insert objects of any kind into slots or openings on the machine. This could create a risk of fire or electric shock. If an object falls into the machine that you cannot remove, unplug the machine and consult a qualified service representative.

Do not place this machine on an unstable cart, stand or table. The machine could be seriously damaged if it falls.

Never install telephone wiring during a lightning storm.

Never install telephone sockets in wet locations unless the socket is specifically designed for wet locations.

Never touch bare telephone wires or terminals unless the telephone line has been disconnected at the network interface.

Use caution when installing or modifying telephone lines.

Avoid using a telephone (other than a cordless type) during an electrical storm. There may be a remote risk of electric shock from lightning.

Do not use a telephone to report a gas leak in the vicinity of the leak.

The power outlet must be installed near the equipment and must be easily accessible.

Important:

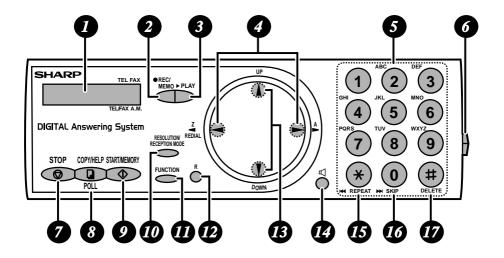
This facsimile is only designed for use in the country where approved.

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A Look at the Operation Panel



- Display
 This displays messages and prompts to help you operate the machine.
- REC/MEMO key Press this key to record an outgoing message, phone conversation, or memo.
- PLAY key
 Press this key to play recorded messages.
- Left and right arrow keys
 Auto-dial numbers: When sending a fax or making a phone call, press these keys to scroll through your auto-dial numbers, the "REVIEW CALLS" list (only available if you have Caller ID), and the last number dialled (redial).
 FUNCTION key settings: Press the right arrow key after scrolling with the up and down arrow keys to select a FUNCTION key setting.
- Number keys
 Use these keys to dial numbers, and enter numbers and letters when storing auto-dial numbers.
- **Panel release**Press this release to open the operation panel.
- 7 STOP key Press this key to cancel an operation before it is completed.

8 COPY/HELP/POLL key

When a document is in the feeder, press this key to make a copy of a document. When a document is not in the feeder, press this key to print out the Help List, a quick reference guide to the operation of your fax machine. This key is also used after dialling to poll (request fax transmission from) another machine.

START/MEMORY key

Press this key after dialling to begin fax transmission. Press this key before dialling to send a fax through memory.

RESOLUTION / RECEPTION MODE key

When a document is in the feeder, press this key to adjust the resolution for faxing or copying. At any other time, press this key to select the reception mode (an arrow in the display will point to the currently selected reception mode).

FUNCTION key

Press this key followed by the arrow keys to select special functions and settings.

R key

If you are on a Flash-type PBX, use this key to dial out (first press the **R** key and then dial the number).

13 UP and DOWN arrow keys

Enlarge/reduce setting: When making a copy of a document, press these keys to select an enlarge/reduce setting.

Volume setting: When a document is not in the feeder, press these keys to change the speaker volume when the key has been pressed, or the ringer volume at any other time.

FUNCTION key settings: Press these keys after pressing the **FUNCTION** key to scroll through the FUNCTION MODE settings.

Press this key to listen to the line and fax tones through the speaker when faxing a document.

REPEAT key

Press this key while listening to a message to play it again.

SKIP key

Press this key while listening to a message to skip to the next message.

DELETE keyPress this key to erase recorded messages.

Monitoring phone conversations

When speaking through the handset, you can press **d** to allow a third person to listen to the conversation through the speaker. (To turn off the speaker, press the key again.)

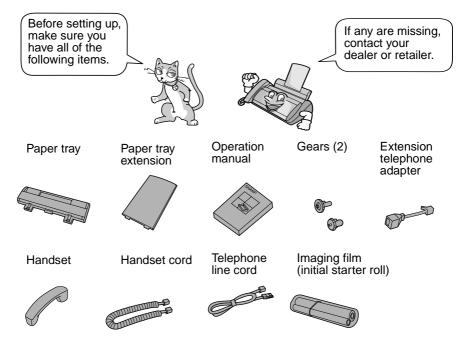
To adjust the volume of the speaker when monitoring a conversation, press or (the volume reverts to the lowest setting each time the handset is replaced).

Note that the speaker cannot be used for speaking; it is only for listening.

To avoid feedback (a loud howling sound), be sure to turn off the speaker (press donce again) before you replace the handset.

1. Installation

Unpacking Checklist



Points to keep in mind when setting up



About condensation

If the machine is moved from a cold to a warm place, it is possible that condensation may form on the scanning glass, preventing proper scanning of documents for transmission. To remove the condensation, turn on the power and wait approximately two hours before using the machine.

Connections

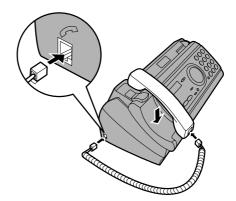
Connecting the handset

Connect the handset as shown and place it on the handset rest.

 The ends of the handset cord are identical, so they will go into either socket.

Make sure the handset cord goes into the socket marked with a handset symbol on the side of the machine!





Use the handset to make ordinary phone calls, or to transmit and receive faxes manually.

Connecting the power cord

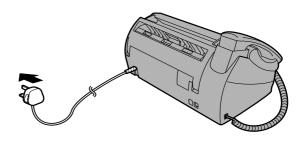
Plug the power cord into a 230 V, 50 Hz, earthed (3-prong) AC outlet.

Caution!

The power outlet must be installed near the equipment and must be easily accessible.

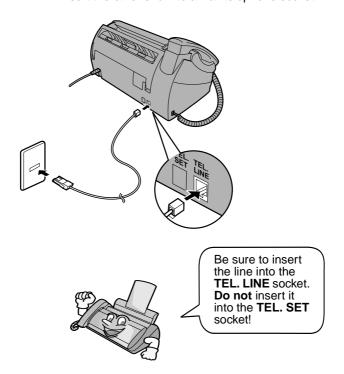
The machine does not have a power on/off switch, so the power is turned on and off by simply plugging in or unplugging the power cord.





Connecting the telephone line cord

Insert one end of the line cord into the socket on the back of the machine marked **TEL. LINE**. Insert the other end into a wall telephone socket.



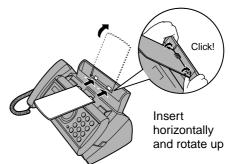
Comments:

- The fax machine is not designed for use on a line which has call waiting, call forwarding, or certain other special services offered by your telephone company. If you attempt to use the fax machine in conjunction with any of these services, you may experience errors during transmission and reception of facsimile messages.
- ♦ The fax machine is not compatible with digital telephone systems.
- ◆ If your area experiences a high incidence of lightning or power surges, we recommend that you install surge protectors for the power and telephone lines. Surge protectors can be purchased from your dealer or at most electronics shops.

Attach the paper tray and paper tray extension

Attach the paper tray and paper tray extension.



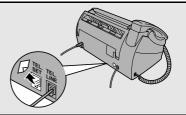


Note: The paper tray extension has a top side and a bottom side. If you cannot insert the tabs into the holes, turn the support over.

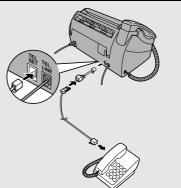
Extension phone (optional)

If desired, you can connect an extension phone to the **TEL. SET** socket on the fax.

1 Remove the seal covering the TEL. SET socket.



- 2 Connect the extension phone line to the TEL. SET socket using the provided adapter.
 - Eire: Insert the extension phone line directly into the TEL. SET socket.



Loading the Imaging Film

Your fax uses a roll of imaging film to create printed text and images. The print head in the fax applies heat to the imaging film to transfer ink to the paper. Follow the steps below to load or replace the film.

The initial starter roll of imaging film included with your fax can print about 30 A4-size pages.

When replacing the film, use a roll of Sharp **UX-6CR** imaging film. One roll can print about 150 A4-size pages.



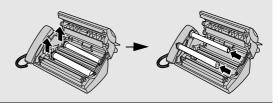


1 Remove the paper from the paper tray and open the operation panel (press 0).

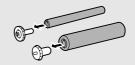
If you are loading the imaging film for the first time, go to Step 4.



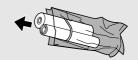
2 Remove the used film and empty spool.



3 Remove the two green gears from the spools.
DO NOT DISCARD THE TWO GREEN GEARS!

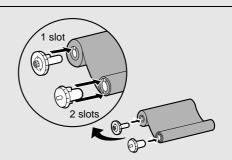


- 4 Remove the new roll of imaging film from its packaging.
 - Cut the band that holds the rolls together.

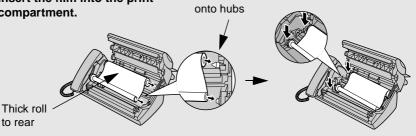


5 Insert the green gears.

Make sure the gears fit into the slots in the ends of the rolls.



6 Insert the film into the print compartment.

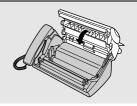


Fit ends of rolls

7 Rotate the front gear as shown until the film is taut.



8 Close the operation panel (press down on both sides to make sure it clicks into place).



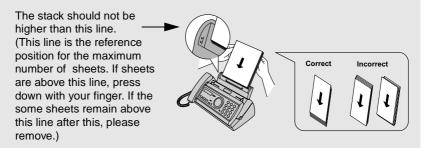
Loading Printing Paper

You can load up to 50 sheets of A4-size, 60 - 80 g/m² paper in the paper tray (at room temperature; maximum stack height should not be higher than the line on the tray).

1 Fan the paper, and then tap the edge against a flat surface to even the stack.



- 2 Insert the stack of paper into the tray, PRINT SIDE DOWN.
 - If paper remains in the tray, take it out and combine it into a single stack with the new paper.
 - Be sure to load the paper so that printing takes place on the print side of the paper. Printing on the reverse side may result in poor print quality.
 - GENTLY LOAD THE PAPER IN THE PAPER TRAY.
 - DO NOT FORCE THE PAPER DOWN INTO THE FEED SLOT.

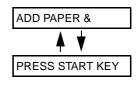


Note: Do not use paper that has already been printed on, or paper that is curled.

Note: If at any time the display shows the alternating messages at right, check the printing paper. If the tray is empty, add paper. If there is paper in the tray, take it out and then reinsert it.

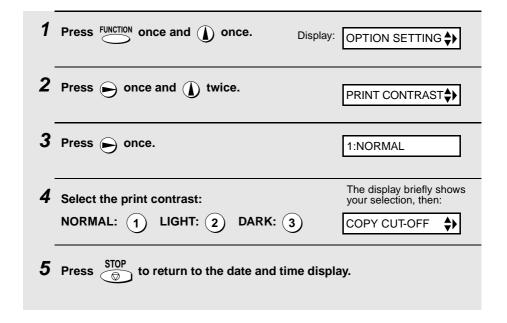
When you are finished, press



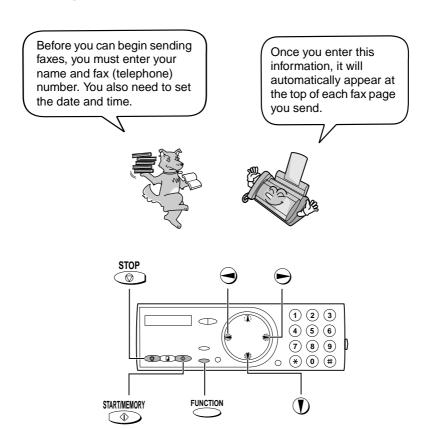


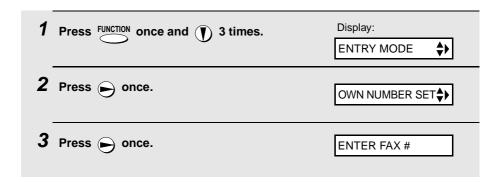
Print contrast setting

Your fax has been set at the factory to print at normal contrast. If desired, you can change the print contrast setting to LIGHT or DARK.



Entering Your Name and Fax Number





- 4 Enter your fax number by pressing the number keys (max. 20 digits).
 - To insert a space between digits, press (#). To enter a "+", press (*).
 - To clear a mistake, press $\overset{r}{\bigcirc}$.
- **5** Press STARTIMEMORY to enter the fax number in memory.
- **6** Enter your name by pressing number keys for each letter as shown in the chart below. Up to 24 characters can be entered.

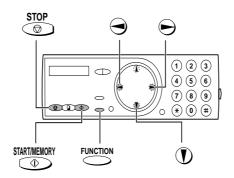
Example: SHARP = 7777 44 2 777 > 7

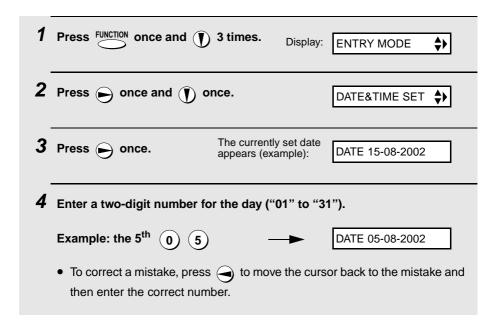
- ◆ To enter two letters in succession that require the same key, press after entering the first letter.
- ♦ To clear a mistake, press
- To enter a lower case letter, continue pressing the key for the letter until the lower case letter appears. To enter one of the following symbols, press # or (*) repeatedly: . / ! " # \$ % & ' () * + , : ; < = > ? @ [¥]^_'{|} → ←
- 7 Press STARTIMEMORY Display:

 DATE&TIME SET \$>
- **8** Press \bigcirc to return to the date and time display.

Setting the Date and Time

The date and time appear in the display and are printed at the top of every page you fax. Set the date and time as shown below.





5	Enter a two-digit number for the month ("01" for January, "02" for February, "12" for December, etc.).				
	Example: January 0 1	DATE 05-01-2002			
6	Enter the year (four digits).	The currently set time appears (example):			
	Example: 2002 2 0 0 2	TIME 12:19			
7	Enter a two-digit number for the hour ("00" to "23") and a two-digit number for the minute ("00" to "59").				
	Example: 9:25 0 9 2 5	05-JAN 09:25			
8	Press STARTIMEMORY to start the clock.	ANTI JUNK # ♣▶			
9	Press to return to the date and time disp	lay.			

Setting the Reception Mode

Your fax has four modes for receiving incoming faxes:

FAX mode:

Select this mode when you only want to receive faxes on your line. The fax machine will automatically answer all calls and receive incoming faxes.

TEL mode:

This mode is the most convenient for receiving phone calls. Faxes can also be received; however, all calls must first be answered by picking up the fax's handset or an extension phone connected to the same line.

TEL/FAX mode:

This mode is convenient for receiving both faxes and voice calls. When a call comes in, the fax will detect whether it is a voice call (including manually dialled faxes), or an automatically dialled fax. If it is a voice call, the fax will make a special ringing sound to alert you to answer. If it is an automatically dialled fax, reception will begin automatically.

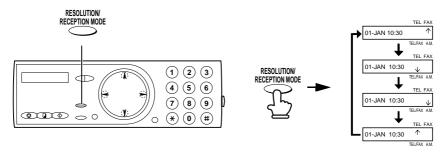
A.M. mode:

Select this mode when you go out and want the built-in answering machine to answer all calls. Voice messages will be recorded, and fax messages will be received automatically.

Setting the reception mode

Make sure a document *is not loaded in the document feeder*, and then

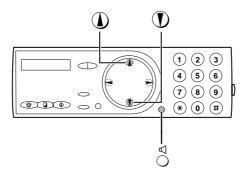
press RECOLUTION Until the arrow in the display points to the desired mode.



For more information on receiving faxes in FAX and TEL modes, see Chapter 4, *Receiving Faxes*. For more information on using A.M. mode, see Chapter 2, *Using the Answering Machine*.

Volume Adjustment

You can adjust the volume of the speaker and ringer using the up and down arrow keys.



Speaker

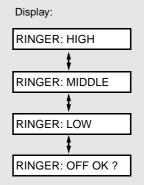
- 1 Press
- **2** Press or until the display shows the desired volume level.
 - Press $\stackrel{r}{\bigcirc}$ again to turn off the speaker.

Ringer

1 Press () or ().

(Make sure \bigcirc^{\triangleleft} has not been pressed and a document is not loaded in the feeder.)

 The ringer will ring once at the selected level, then the date and time will reappear in the display.



2 If you selected RINGER: OFF OK?,

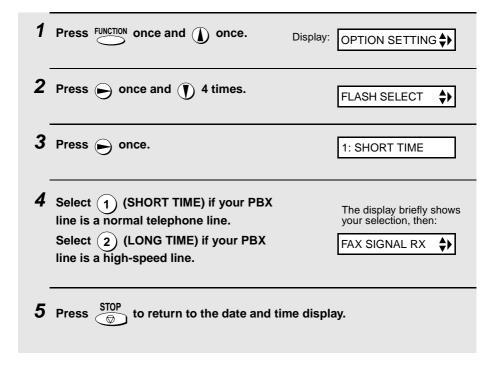
press START/MEMORY.

Note: When the reception mode is set to TEL, the ringer will still ring at LOW if turned off.

Flash Select Setting for PBX

Note: This setting is normally only used in Germany. In other countries, you can try changing the setting if you encounter difficulty with the default setting.

If your fax machine is connected to a PBX and the PBX uses the "Flash" method to connect to an outside line, you must select the appropriate Flash Select setting depending on whether your PBX line is a normal telephone line or a high-speed line (such as ISDN).



2. Using the Answering Machine

The built-in answering machine allows you to receive both voice messages and faxes while you are out.



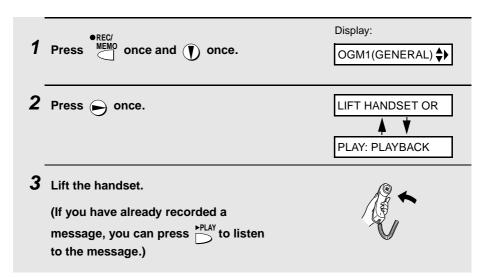
To use the answering machine, you will first need to record an outgoing message. When you go out, turn on the answering machine by setting the reception mode to A.M.

Recording an Outgoing Message

The outgoing message (OGM) is the greeting that the machine plays after answering a call to inform callers that they can leave a message or send a fax. Follow the steps below to record a message.

Example:

"Hello. You've reached ______. No one is available to take your call right now. Please leave a message after the beep or press your facsimile Start key to send a fax. Thank you for calling."





- The outgoing message can be up to 60 seconds long. While recording, the display will show the time left to record.
- $\mathbf{5}$ When finished, replace the handset or press \odot

To listen to the outgoing message

To listen to the outgoing message, follow Steps 1 and 2 of the above procedure and then press PLAY. Note that the general outgoing message cannot be erased. If you need to change it, simply repeat the recording procedure.

Note: If an extension phone is connected to the FO-A650, an outgoing message cannot be recorded, played, or deleted while the extension phone is being used.

Operating the Answering Machine

Activating the answering machine

To turn on the answering machine so that callers can leave messages, press RESOLUTION

RECEPTION MODE until the arrow in the display points to A.M.



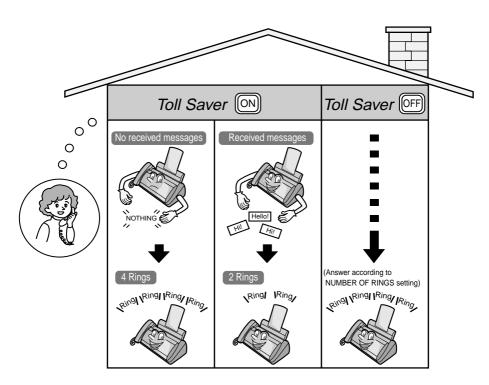
- It will not be possible to set the reception mode to A.M. if an outgoing message has not been recorded.

Note: In A.M. mode, the machine will automatically switch to fax reception if it detects six seconds of silence after answering a call. For this reason, if a caller pauses for this length of time while leaving a message, they will be cut off.

Number of rings in A.M. mode (Toll Saver function)

The number of rings on which the machine answers incoming calls in A.M. mode depends on whether the Toll Saver function is turned on, and if it is on, whether you have messages.

♦ The Toll Saver function is initially turned on.



To turn off the Toll Saver function, see page 37.

To adjust the NUMBER OF RINGS setting, see page 60.

Listening to received messages

When you return, the display will show the number of messages recorded. Follow the steps below to listen to your messages.

1 Press PLAY.

 If you only want to listen to new messages (messages not previously listened to), continue to hold PLAY down for at least two seconds.

2 The messages will play.

- As each message plays, the date and time of recording will appear briefly in the display. If no messages were received, NO MESSAGES will appear.
- Repeat: To listen to a message a second time, press ★ before playback of that message ends. To move back to the previous message, press ★ within 3 seconds of the beginning of the current message.
- Skip: To skip forward to the next message, press
 → skip

Note: Playback will stop if you receive a call, lift the handset, or press



♦ You can print out a list of your received messages that shows the date and time that each was received. See page 77.

Erasing received messages

It is important to erase received messages after you listen to them to ensure that the memory does not become full.

- ♦ Erasing all messages: To erase all messages, press FUNCTION , ## , and then START/MEMORY .
- ◆ Erasing a single message: To erase a single message, press #

 DELETE

 while the message is being played.

Recording memos

You can record memos for yourself and other users of the machine. These will be played back together with incoming messages when the PLAY key is pressed.

Press MEMO once and once.
Pick up the handset, press STARTIMEMORY and speak into the handset.
When you have finished speaking, replace the handset or press STOP .

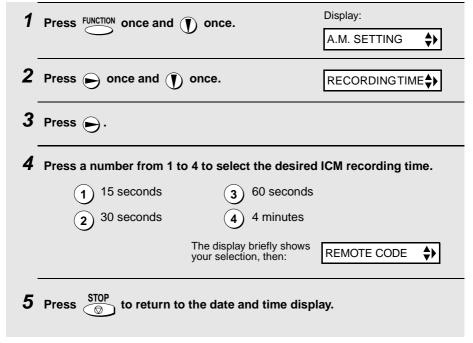
Recording phone conversations

To record a phone conversation, hold down the key during the conversation you wish to record. When you are finished, release the key. The conversation will be played back when the PLAY key is pressed.

Optional Answering Machine Settings

Setting ICM time

Incoming messages (ICMs) are the messages which callers leave for you on the built-in answering machine. The answering machine is set at the factory to allow each caller a maximum of 4 minutes to leave a message. If desired, you can change this setting to 15, 30, or 60 seconds.

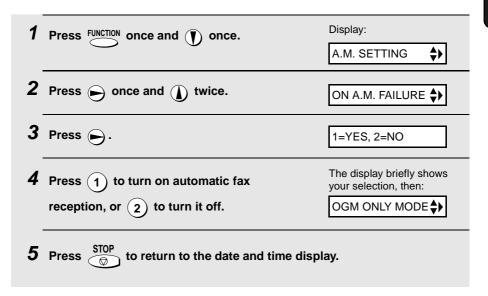


Fax reception on A.M. failure

If the memory for recording incoming messages becomes full while you are out, the answering machine will no longer be able to record messages. The ON A.M. FAILURE setting is used to choose the response of the machine to incoming calls when this happens:

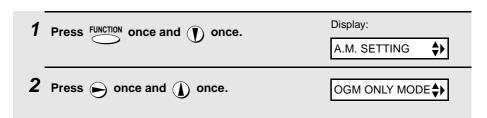
◆ Automatic fax reception NO: The machine will answer after 20 rings, after which it will wait to receive a remote command. Most callers will hang up before it answers; however, when you call the machine from a remote location, you can wait until it answers, listen to your messages, and then erase them (see *Remote Operations* on page 37). Automatic fax reception YES: The reception mode will switch to FAX mode, allowing the machine to continue to receive faxes automatically. With this setting, you can still use the remote commands to listen to your messages and then erase them (see Remote Operations on page 37).

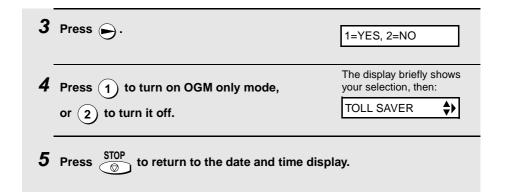
Automatic fax reception is set to NO at the factory before shipping. If you want to set it to YES, press the panel keys as follows:



OGM only mode

If needed, you can turn off recording of incoming messages. In this case, your outgoing message will play, but callers will not be able to leave a message. (The machine will still receive faxes sent by automatic dialling.)





Transfer Function

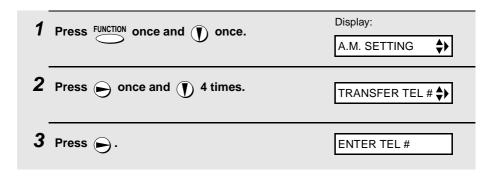
The Transfer function is used to have the machine automatically call you at a specified number every time it receives an incoming message. This lets you hear your messages immediately after they come in, even when you are at a remote location.

To use the Transfer function, you must first program the number that you wish the machine to call (the transfer number), and record the transfer message that plays when you answer the phone at the remote location.

When you go out and wish to use the transfer function, turn it on. When you return and no longer wish to use the transfer function, turn it off.

Programming the transfer number

To use the Transfer function, you must first give the machine the number to call (the transfer number).



- 4 Press the number keys to enter the transfer number.
 - To insert a pause between any two digits of the number, press FUNCTION



5 Press

to return to the date and time display.

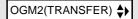
Recording the transfer message

The transfer message plays when you answer the telephone, and informs you that the call is a transfer call. It can be up to 15 seconds long. To record a transfer message, follow the steps below. The following is an example:

"Hello. This is a transfer call for (YOUR NAME). Enter your remote code number now."

1 Press MEMO once and (1) twice.

Display:

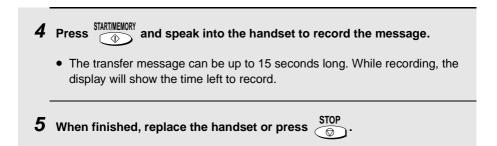


- 2 Press once.
- 3 Lift the handset.

delete the message.)

(If you have already recorded a message, you can press PLAY to listen to the message, or press # to



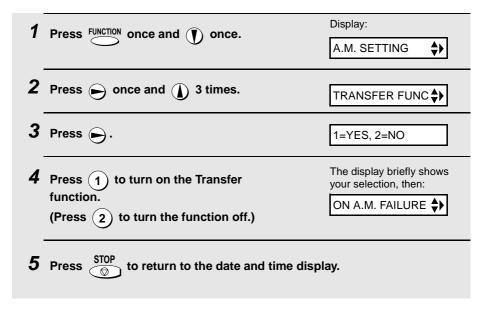


Checking or erasing the transfer message

To check or erase the transfer message, follow Steps 1 and 2 of the above procedure, and then press PLAY to check the message, or DELETE to erase the message.

Turning the Transfer function on and off

When you go out and wish to use the Transfer function, turn it on as follows:



- 6 Each time the machine receives an incoming message, it will call your programmed transfer number. When you answer, you will hear your recorded message telling you that the call is a transfer call. On the dial pad of your phone, enter #, your remote code number (see page 37), and #). The machine will play back your messages.
 - You can also perform any of the remote operations described in Remote Operations later in this chapter (see page 37).

Note: When you hang up after a transfer call, the machine will not immediately resume normal operation. If you want the machine to accept calls immediately after a transfer call, enter * twice before hanging up (if you want to hang up during message playback, first enter * to stop playback, then enter * twice).

Override Ringing

This function allows selected callers using a touch-tone telephone to override the answering machine's outgoing message and cause the machine to make a special ringing sound, alerting you that they are calling. This is useful when you are near the machine but only want to talk with certain callers, taking all other calls on the answering machine.

Programming the override code

To override the answering machine, your callers must enter a 3-digit override code from their telephone. This code has been set to "009" at the factory. If you wish to change the code, press the panel keys as shown below.

Important! Make sure the override code is different from the remote code used for remote operations.



Press once and 3 times.	OVERRIDE CODE 💠	
3 Press ► .		
Press the number keys to enter a 3-digit override code.		
Press START/MEMORY to store the override code, and the date and time display.	nd then STOP to return to	

Overriding the answering machine

Your callers should follow the steps below to override the answering machine.

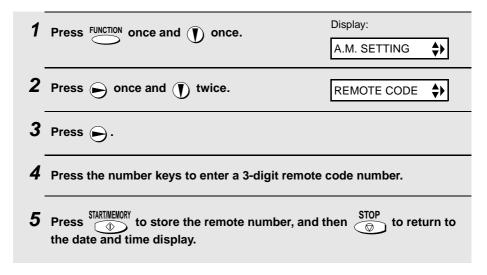
- 1 The caller calls your machine from a tone dial telephone. When the outgoing message begins, they should press the (#) key on their telephone.
 - The caller will hear a short beep, and the outgoing message will stop.
- **2** The caller should enter the override code and # by pressing the appropriate keys on their telephone.
 - If an incorrect code is entered, the caller will hear four beeps. He or she
 must re-enter the correct code within 10 seconds or the line will be
 disconnected.
- **3** Your machine will make a special ringing sound. Pick up the handset to answer the call.
 - If you do not answer within 30 seconds, the outgoing message will play again and the caller can leave a message.

Remote Operations

When you are out, you can call the machine from any tone dial telephone and play back your messages using the remote commands. You can also use these commands to change the reception mode and other settings.

Remote code number

To access the machine to perform remote operations, you must first enter your remote code number. The remote code number has been set to "001" at the factory. If you wish to use a different number, follow these steps:

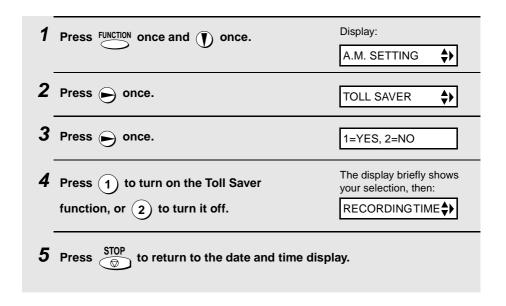


Toll Saver

When you call the machine to listen to your messages, it will answer after two rings if it has received at least one message, or after four rings if it has not received any messages.

This allows you to save money on telephone charges, particularly if you are calling long distance. If the machine does not answer after the second ring, you can simply hang up before it answers, saving yourself the cost of that call.

If you do not want to use the Toll Saver function, you can turn it off by following the steps below. In this case, the machine will answer after the number of rings set with the NUMBER OF RINGS setting (see *Changing the number of rings* on page 60).



Retrieving your messages

- 1 Call the machine from a tone dial telephone. When your outgoing message begins, press (#) on the telephone.
 - You will hear a short beep, and the outgoing message will stop.
- 2 Enter your remote code number and then press (#).
 - You will hear a series of beeps equal to the number of messages recorded, or one long beep if four or more messages have been received. The machine will then play back the messages, beeping once at the end of each message. When all messages have been played back, you will hear a long beep.
 - If no messages have been received, you will hear a short beep. You can
 either hang up, or perform any of the operations described in the following
 section, Other remote operations.

3 While the messages are playing, you can do any of the following:

- Repeat: To listen to a message a second time, press 2 and # on the telephone before that message ends. To move back to the previous message, press 2 and # during the first 3 seconds of the current message.
- **Skip forward:** To skip forward to the next message, press **5** and **#** on the telephone.
- **Stop:** To stop playback, press **(0)** and **(#)** on the telephone. After this, you can enter any of the commands described in the following section, *Other remote operations*.
- Play new messages: To listen to only your new messages, first stop playback by pressing (0) and (#), and then press (6) and (#).
- Erase a message: To erase the message you are currently listening to,
 press (3) and (#) before it ends.

4 When you have finished listening to your messages, you can do any of the following:

- Erase all messages: Press (3), (3), and (#).
- Repeat playback: Press 7 and #
- **Perform other operations:** You can enter any of the commands described in the following section, *Other remote operations*.
- Hang up: If you do not erase your messages first, they will be saved and any new messages will be recorded after them. If you want the machine to resume normal operation immediately, press * twice before hanging up (in some cases, particularly when the Transfer function is used, the machine may not accept new calls for one or two minutes after you hang up unless you press * twice).

Note: You can also call the machine and perform remote operations when the reception mode is set to FAX. In this case, when you call the machine, press

immediately after it answers (before you hear the fax tone), and then continue from Step 2 above.

Comments:

- ♦ When a remote command is accepted by the machine, you will hear one beep. If an incorrect command is entered, you will hear four beeps. In the latter case, re-enter the correct command.
- When entering a command, do not pause longer than 10 seconds between each digit. If you do, you will hear a 4-beep error signal and the digits entered up to that point will be cleared. In this case, re-enter the command from the beginning.
- If you pause for longer than 10 seconds before entering a command, or make two errors while entering your remote code number, the line will be disconnected. (This prevents unauthorized people from attempting to guess your remote code number.)

Other remote operations

After listening to your messages, you can perform any of the following operations by pressing the appropriate keys on the telephone.

Note: The following commands cannot be entered while messages are being played back. If you do not want to wait until playback ends to enter a

command, first stop playback by pressing **(0)** and **(#)**, and then enter the command.

Changing the fax reception mode

Select a new reception mode by pressing the keys as follows:

♦ A.M. mode: (8), (1), and (#)

◆ FAX mode: (8), (2), and (#)

◆ TEL mode: (8), (3), and (#)

Caution: If you select TEL mode, you will not be able to change the reception mode again.

◆ TEL/FAX mode: (8), (4), and (#).

Recording a new outgoing message

- 1 Press 4 and (*) on the telephone.
- 2 When you hear a short beep, speak into the telephone to record the new message.
 - The message can be up to 15 seconds long. After 15 seconds (or earlier if the machine detects silence after you finish speaking), you will hear a beep, and the new message will be played back.

Turning the Transfer function on or off

To turn Transfer on: Press (9), (1), and (#) on the telephone.

To turn Transfer off: Press (9), (2), and (#) on the telephone.

Changing the transfer telephone number

- **1** Press (9), (0), and (#) on the telephone.
- 2 After you hear a short beep, enter the new telephone number. When finished, press (#).
 - To insert a pause between any two digits of the number, press (*).

Recording a new transfer message

1 Press (9), (3), and (#) on the telephone.

2 When you hear a short beep, speak into the telephone to record the new message.

• The time for the transfer message is fixed at 15 seconds. After 15 seconds (or earlier if the machine detects silence after you finish speaking), you will hear a beep, and the new message will be played back automatically.

Recording a memo

You can record a memo for yourself or other users of the machine. The memo will be played back when incoming messages are listened to.

1 Press (*) and (#) on the telephone.

2 When you hear a short beep, speak into the telephone to record the memo.

3 When you are finished, press \bigcirc and \bigcirc on the telephone.

• If the machine detects silence, it will stop recording automatically.

OGM only mode

To turn on OGM only mode: Press 1, 1, and # on the telephone. (Your outgoing message will play, but callers will not be able to record a message. Faxes sent by automatic dialling will be received)

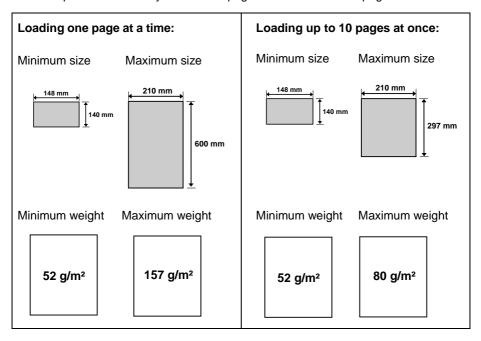
To turn off OGM only mode: Press (1), (2), and (#) on the telephone.

3. Sending Faxes

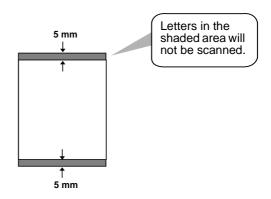
Transmittable Documents

Size and weight

The size and weight of documents that you can load in the document feeder depend on whether you load one page at a time or several pages at once.



Note: Letters or graphics on the edges of a document will not be scanned.



Other restrictions

- ◆ The scanner cannot recognise yellow, greenish yellow, or light blue ink.
- Ink, glue, and correcting fluid on documents must be dry before they pass through the document feeder.
- ◆ All clips, staples, and pins must be removed from documents before loading in the feeder. If these are not removed, they may damage the machine.
- Documents which are patched, taped, torn, smaller than the minimum size, carbon backed, easily smudged, or have a slippery coated surface should be photocopied, and the copy loaded in the feeder.

Loading the Document

Up to 10 pages can be placed in the feeder at one time. The pages will automatically feed into the machine starting from the bottom page.

- If you need to send or copy more than 10 pages, place the additional pages gently and carefully in the feeder just before the last page is scanned. Do not try to force them in, as this may cause double-feeding or jamming.
- ◆ If your document consists of several large or thick pages which must be loaded one at a time, insert each page into the feeder as the previous page is being scanned. Insert gently to prevent double-feeding.
- Adjust the document guides to the width of your document.



- Insert the document face down in the document feeder. The top edge of the document should enter the feeder first.
 - READY TO SEND will appear in the display.



3 Adjust the resolution and/or contrast settings as explained in Resolution and Contrast below, then dial the receiving machine as explained on page 47.

Adjusting the Resolution and Contrast

If desired, you can adjust the resolution and contrast before sending a document.

- The default resolution setting is STANDARD and the default contrast setting is AUTO.
- You must adjust the settings each time you don't want to use the default settings.

Note: The resolution and contrast settings are only effective for sending a document. They are not effective for receiving a document.

Resolution settings

STANDARD Use STANDARD for ordinary documents. This

setting gives you the fastest and most

economical transmission.

FINE Use FINE for documents containing small letters

or fine drawings.

SUPER FINE Use SUPER FINE for documents containing

very small letters or very fine drawings.

HALF TONE Use HALF TONE for photographs and

illustrations. The original will be reproduced in

64 shades of gray.

Contrast settings

AUTO Use AUTO for normal documents.

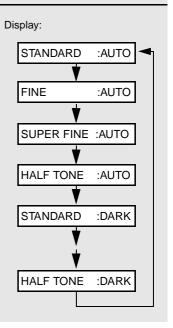
DARK Use DARK for faint documents.

1 Load the document(s).

 The document must be loaded before the resolution and contrast can be adjusted.



- Press RECEPTION MODE one or more times until the desired resolution and contrast settings appear in the display.
 - The first time you move through the list of resolution settings, the contrast setting AUTO will appear next to each resolution setting. The second time you move through the list, the contrast setting DARK will appear.



Note: In order to transmit in SUPER FINE resolution, the receiving fax machine must also have that resolution. If it doesn't, your machine will automatically step down to the next best available setting.

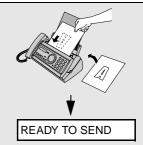
Sending a Fax by Normal Dialling

With Normal Dialling, you pick up the handset (or press \bigcirc^{rd}) and dial by pressing the number keys.

- ♦ If a person answers, you can talk with them through the handset before sending the fax. (If you pressed [◄], you must pick up the handset to talk.)
- ♦ Normal Dialling allows you to listen to the line and make sure the other fax machine is responding.

1 Load the document(s).

If desired, press RECEPTION MODE to set the resolution and/or contrast.



2 Pick up the handset or press ○. Listen for the dial tone.



or



- 3 Dial the number of the receiving machine by pressing the number keys.
 - If you are on a Flash-type PBX and are dialing out, press ^R, wait for the connection to the outside line, and then dial the number.



4 Wait for the connection. Depending on the setting of the receiving machine, you will either hear a fax tone or the other person will answer.

Sending a Fax by Normal Dialling

- If the other party answers, ask them to press their Start key (if you pressed
 O, pick up the handset to speak with them). This causes the receiving
 machine to issue a fax tone.
- **5** When you hear the fax tone, press TART/MEMORY. Replace the handset if you used it.
 - When transmission is completed, the fax will beep once.

Note:

If the transmission is unsuccessful and DOCUMENT JAMMED appears in the display, remove the document as explained on page 90.

Sending a Fax by Automatic Dialling

You can store up to 30 fax or phone numbers in the machine for automatic dialling.

◆ Auto-dial numbers are dialled by pressing ← until the desired number appears in the display, and then START/MEMORY.

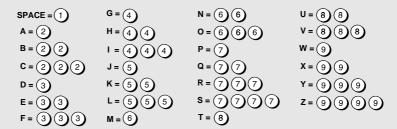
Storing fax and phone numbers for automatic dialling

1	Press FUNCTION once and once.	Display:	
		<new number=""></new>	
2	Press once.	ENTER FAX #	
3	Enter the fax or voice number by pressing the number keys. Up to 32 digits can be entered. (Note: A space cannot be entered.)		
	 To clear a mistake, press		
	 If a pause is required between any of the digits to access a special service or an outside line, press FUNCTION. The pause appears as a hyphen. Several pauses can be entered in a row. 		
	• If you are on a Flash-type PBX and are storing a repress R, press FUNCTION to insert a pause, and the number. (When you dial the auto-dial number, you without the need to press the R key.)	en enter the fax or voice	
	• If you are on a PBX that requires dialing a number storing a number for an outside line, enter the number ta pause, and then enter the number of the you dial the auto-dial number, you will automaticated to dial the number for an outside line.)	mber, press FUNCTION to receiving machine. (When	

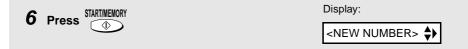


5 Enter a name by pressing number keys for each letter as shown in the chart below. Up to 15 characters can be entered. (If you do not wish to enter a name, go directly to Step 6.)

Example: SHARP = 7777 44 2 777) 7



- ◆ To enter two letters in succession that require the same key, press after entering the first letter.
- To enter a lower case letter, continue pressing the key for the letter until the lower case letter appears. To enter one of the following symbols, press (#) or (**) repeatedly: ./! " # \$ % & '() * + , : ; < = > ? @ [¥]^_' { | } → ←

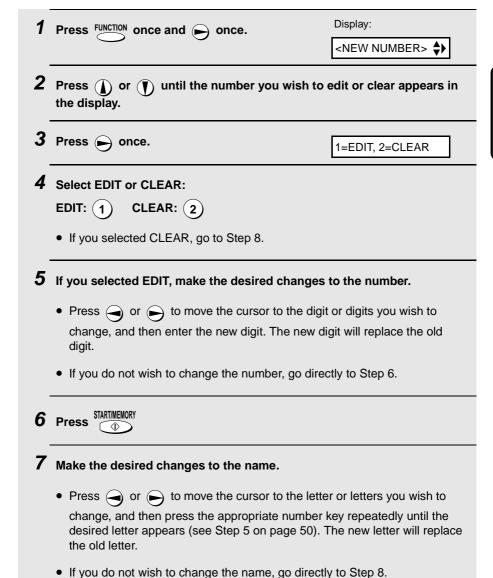


- Return to Step 2 to store another number, or press to return to the date and time display.
 - To confirm that an auto-dial number has been stored correctly, print out the Telephone Number List as explained on page 77.

Note: The fax machine uses a lithium battery to keep automatic dialling numbers and other programmed information in memory when the power is turned off. Battery power is consumed primarily when the power is off. With the power kept continuously off, the life of the battery is about 5 years. If the battery dies, have your dealer or retailer replace it. Do not try to replace it yourself.

Editing and clearing auto-dial numbers

If you need to make changes to a previously stored auto-dial number, or clear a number, follow these steps:





9 Return to Step 2 to edit or clear another number, or press return to the date and time display.



Using an auto-dial number

Once you have stored a fax or phone number, you can use it to send a fax or make a phone call.

- 1 If you are sending a fax, load the document(s).
 - If desired, press RESOLUTION RECEPTION MODE to set the resolution and/or contrast.



- 2 Press (or) until the name of the other party appears in the display (if no name was stored, the number will appear).
- **3** If you are sending a fax, press STARTIMEMORY Dialling and transmission begins.

If you are making a phone call, lift the handset. Dialling begins.

Sending a fax by Direct Keypad Dialling

You can also enter a full number with the number keys and then press the STARTIMEMORY key to begin dialling. You can use this method to dial a full number when you don't need to speak to the other party before faxing.

1 Load the document(s).

If desired, press RECEPTION MODE to set the resolution and/or contrast.



2 Enter the number of the receiving machine by pressing the number keys.

- If a pause is required between any of the digits to access a special service or an outside line, press FUNCTION. The pause will appear as a hyphen.
 Several pauses can be entered in a row.
- If you are on a Flash-type PBX and are dialing out, press , press to insert a pause, and then enter the number of the receiving machine.
- If you are on a PBX and must dial a number to dial out, enter the number, press FUNCTION to insert a pause, and then enter the number of the receiving machine.
- **3** Check the display. If the number of the receiving machine shown is correct, press STARTIMEMORY.
 - If the number is not correct, press to backspace and clear one digit at a time, and then re-enter the correct digit(s).

Redial

You can automatically redial the last number dialled. This procedure can be used to send a fax or make a phone call.

- 1 If you are sending a fax, load the document(s).
 - If desired, press RESOLUTION to set the resolution and/or contrast.



- **2** Press once. <REDIAL> appears in the display, followed by the last number dialled. Make sure the number that appears is the number you wish to dial.
- **3** If you are sending a fax, press STARTIMEMORY. Dialling and transmission begins.

If you are making a phone call, lift the handset. Dialling begins.

Note:

If a fax transmission is unsuccessful and DOCUMENT JAMMED appears in the display, remove the document as explained on page 90.

Automatic redialling

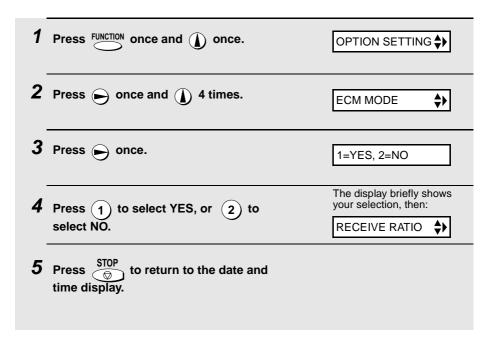
If you use automatic dialling (including Direct Keypad Dialling) to send a fax and the line is busy, the fax machine will automatically redial the number. The fax machine will make three redial attempts at an interval of five minutes. During this time, RECALLING will appear in the display, followed by a two-digit number assigned to the fax job. You will not be able to dial any other locations while the message appears.

- ◆ To stop automatic redialling, press STOP
- Under certain conditions (for example if a person answers the call on a telephone), automatic redialling may stop before three redialling attempts are made.

Error Correction Mode

The fax machine is set to automatically correct any distortions in a transmission due to noise on the telephone line before printing at the receiving end. This function is called Error Correction Mode (ECM). ECM is effective for both transmissions and receptions, and is only effective when the other fax machine has ECM as well.

If desired, you can turn ECM off. This will increase slightly the amount of memory available for memory transmission and reception.



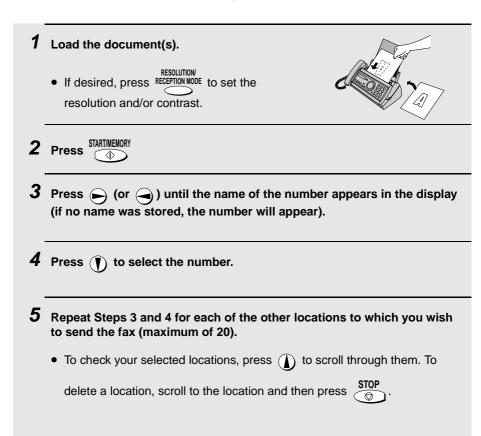
Sending a Fax From Memory

You can scan a document into the fax's memory and send the document from memory. This increases transmission speed and allows you to send a fax to multiple destinations in a single operation. After transmission, the document is automatically cleared from memory.

Broadcasting (sending a fax to multiple destinations)

This function allows you to send the same fax to as many as 20 different locations in just one operation.

♦ When sending to multiple locations, only auto-dial numbers can be used to dial the numbers of the receiving machines.



6 When you are ready to begin transmission, press STARTIMENOR

 A Transaction Report is automatically printed out after Broadcasting is completed. Check the "Note" column of the report to see if any of the locations are marked "Busy" or have a communication error code. If so, send the document to those locations again.

Memory transmission

You can also send a fax through memory when sending to a single location. This is convenient when sending to locations where the line is often busy, as it saves you from waiting to pick up the original document and frees the feeder for other operations.

To send a fax through memory, load the document, press , and ther dial using one of the following methods:

- ◆ Press the number keys to enter the fax number and then press STARTIMEMORY.
- ♦ Press prepeatedly to select an auto-dial number and press ↑ repeatedly to select a
- ◆ Press → once to select the last number dialled and press STARTIMEMORY.

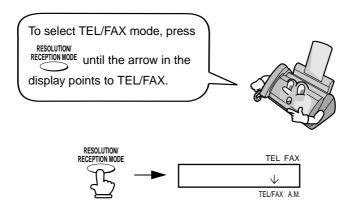
If the memory becomes full...

If the memory becomes full while the document is being scanned, MEMORY IS FULL and SEE MANUAL will alternately appear in the display.

- ◆ Press ★ Press if you want to transmit the pages which have been stored up to that point in memory. The remaining pages will be ejected from the feeder. After transmission, the memory will be cleared and you can transmit the remaining pages. You will also need to transmit the page which was being scanned when the memory filled up.
- ♦ Press STOP if you want to cancel the entire transmission.

4. Receiving Faxes

Using TEL/FAX Mode



When the reception mode is set to TEL/FAX, your fax machine automatically answers all calls on two rings. After answering, your fax monitors the line for about five seconds to see if a fax tone is being sent.

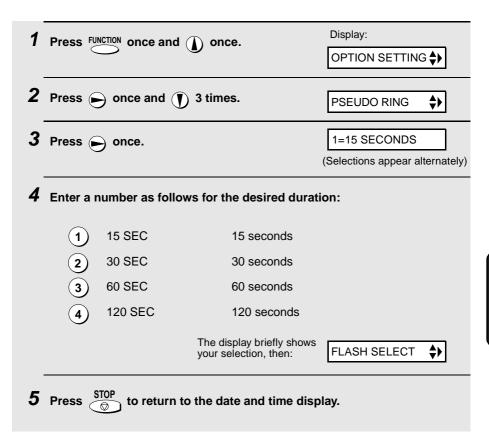
- If your fax machine detects a fax tone (this means that the call is an automatically dialled fax), it will automatically begin reception of the incoming document.
- ◆ If your fax machine doesn't detect a fax tone (this means that the call is a voice call or manually dialled fax), it will make a ringing sound (called pseudo ringing) for 15 seconds to alert you to answer. If you don't answer within this time, your fax will send a fax tone to the other machine to allow the calling party to send a fax manually if they desire.

Note: Only the fax will alert you to voice calls or manually dialled faxes by pseudo ringing. An extension phone connected to the same line will not ring after the connection has been established. The handset of a parallel extension telephone can, however, be picked up to answer the call. If pseudo ringing does not stop when the handset is lifted, press # on the dial pad of the phone (this is only possible from a tone dial phone). If pseudo ringing is not cancelled in this way, the fax machine will send fax tones down the line,

Pseudo Ring Duration for Tel/Fax Mode

rendering conversation impossible.

If desired, you can change the duration of pseudo ringing in Tel/Fax mode.



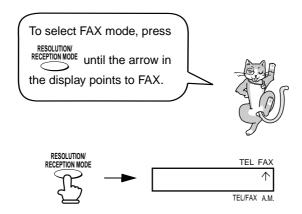
Using A.M. Mode

To select A.M. mode, press RECEPTION MODE until the arrow in the display points to A.M.



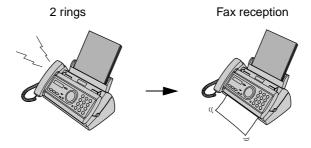
In A.M. mode, your fax machine will automatically receive voice messages and faxes. See Chapter 2 for more details.

Using FAX Mode



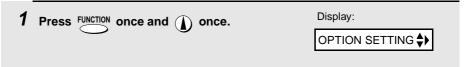
When the reception mode is set to FAX, the fax machine will automatically answer all calls on two rings and receive incoming faxes.

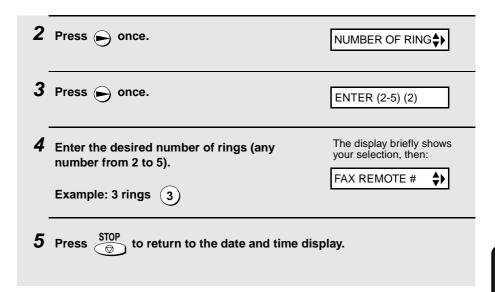
 If you pick up the handset before the machine answers, you can talk to the other party and/or receive a fax as explained in *Using TEL Mode* on page 61.



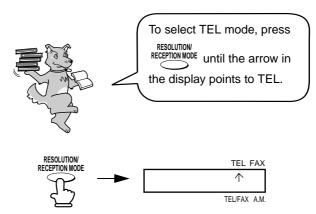
Changing the number of rings

If desired, you can change the number of rings on which the fax machine answers incoming calls in FAX and TEL/FAX mode. Any number from 2 to 5 can be selected.



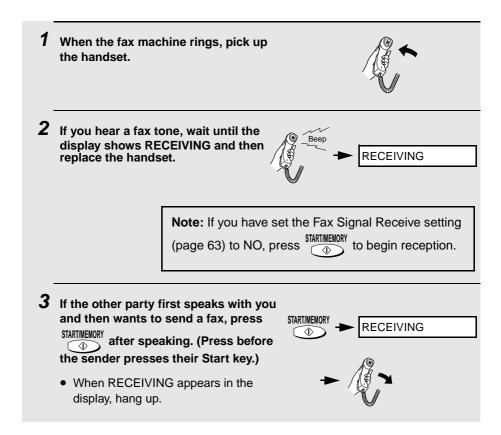


Using TEL Mode



When the reception mode is set to TEL, you must answer all calls by picking up the fax machine's handset or an extension phone connected to the same line.

Answering with the fax's handset



Answering on an extension phone

1 Answer the extension phone when it rings.



2 If you hear a soft fax tone, wait until your fax responds (the extension phone will go dead), then hang up.

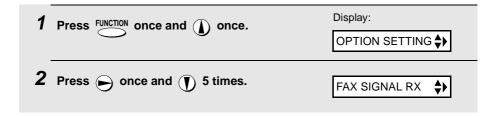


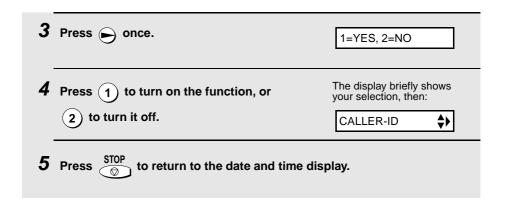
- 3 If the fax doesn't respond, or if the other party first talks to you and then wants to send a fax, press 5 once and * twice on the extension phone (only on a tone dial phone). This signals the fax to begin reception. Hang up.
 - The above step is necessary if you have set the Fax Signal Receive setting (see below) to NO.
 - Your fax will not accept the signal to begin reception (5**) if a document is loaded in its feeder.

Optional Reception Settings

Fax Signal Receive

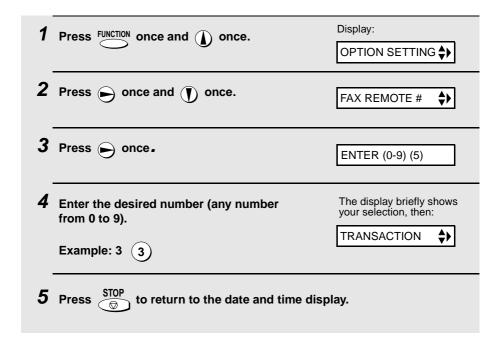
Your fax will automatically begin reception if you hear a soft fax tone after answering a call on your fax or an extension phone. If you use a computer fax modem to send documents on the same line, you must turn this function off in order to prevent your fax from mistakenly attempting to receive documents from the computer fax modem. Follow the steps below to change the setting.





Changing the number for remote fax activation

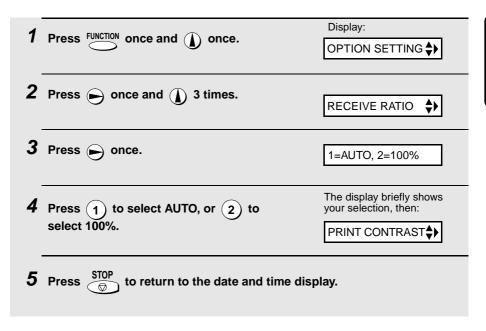
If desired, you can use a number other than 5 to activate fax reception from an extension telephone. You can select any number from 0 to 9.



Reception Ratio

The fax has been set at the factory to automatically reduce the size of received documents to fit the size of the printing paper. This ensures that data on the edges of the document are not cut off. If desired, you can turn this function off and have received documents printed at full size.

- If a document is too long to fit on the printing paper, the remainder will be printed on a second page. In this case, the cut-off point may occur in the middle of a line.
- Automatic reduction may not be possible if the received document is too large, contains too many fine graphics or images, or is sent at high resolution. In this case, the remainder of the document will be printed on a second page.



Substitute Reception to Memory

In situations where printing is not possible, such as when your fax runs out of paper, the imaging film needs replacement, or the paper jams, incoming faxes will be received to memory.

When you have received a document in memory, FAX RX IN MEMORY will appear in the display, alternating with ADD PAPER & PRESS START KEY or CHECK FILM / CHECK COVER / CHECK PAPER JAM. When you add paper

(and press SIARTIMEMORY), replace the imaging film, or clear the jam, the stored documents will automatically print out.

5. Making Copies

Your fax machine can also be used to make copies. Single and multiple copies (up to 99 per original) can be made.

- Load the document(s) face down. (Maximum of 10 pages.)
 - If desired, press RECEPTION MODE to set the resolution and/or contrast.

 (The default resolution setting for copying is FINE.)



- 2 If desired, select an enlarge/reduce setting, and/or select the number of copies per original:
 - ENLARGE/REDUCE: Press or until the desired setting appears in the display. Settings are 100%, 125%, 135%, 50%, 73%, 88%, 94%, and AUTO. (The default setting is 100%.)

Example: Press twice - RATIO: 125%

 Number of copies per original: Press the number keys to enter a number from 1 to 99. (The default setting is 1.)

Example: Press **5** for five copies **-** 5

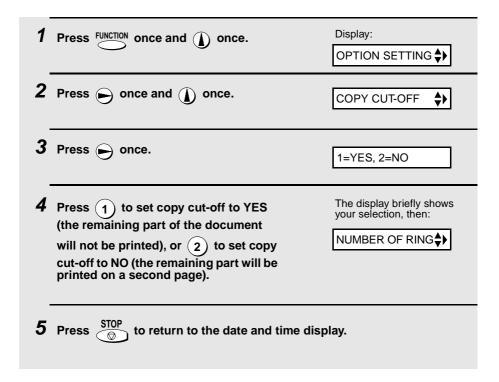
3 When you are ready to begin copying, press COPYHELP

If MEMORY IS FULL appears...

If the memory becomes full while a document is being scanned, MEMORY IS FULL and SEE MANUAL will alternately appear in the display and the document will automatically feed out. This may happen if the resolution is set to SUPER FINE, or if you selected an enlarge/reduce setting, or if you are making more than one copy per original. To avoid using memory, use STANDARD or FINE for the resolution, 100% for the enlarge/reduce setting, and make only one copy per original.

Copy Cut-off

When making a copy of a document that is longer than the printing paper, use the copy cut-off setting to select whether the remaining part of the document will be cut off or printed on a second page. The initial setting is YES (cut off the remainder). To change the setting, follow the steps below.



6. Special Functions

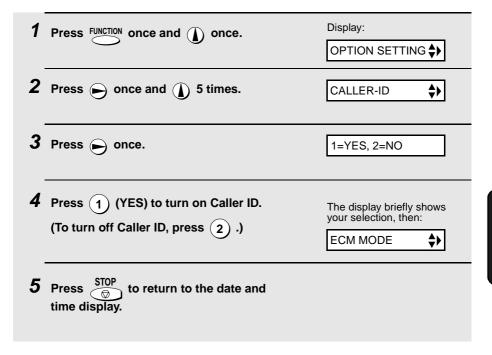
Caller ID (Requires Subscription to Service)

Note: The Caller ID function is not available in some countries.

If you subscribe to a caller identification service from your telephone company, you can set your fax machine to display the name and number of the caller while the fax rings.

Important:

- To use this function, you must subscribe to a caller identification service from your telephone company.
- ♦ Your fax may not be compatible with some caller identification services.



How Caller ID operates

When you receive a call, the name and phone number of the caller will alternately appear in the display, beginning just before the second ring. The information will continue to be displayed until the line is disconnected.

Note: Some caller ID services may not provide the name of the caller. In this case, only the phone number will appear.

Display example



Display messages

One of the following messages will appear while the fax rings if caller information is not available.

NO SERVICE No caller information was received from your telephone

company. Make sure that the telephone company has

activated your service.

CALLER-ID ERROR Noise on the telephone line prevented reception of

caller information.

OUT OF AREA The call was made from an area which does not have a

caller identification service, or the caller's service is not

compatible with that of your local phone company.

WITHHELD Caller information was not provided by the telephone

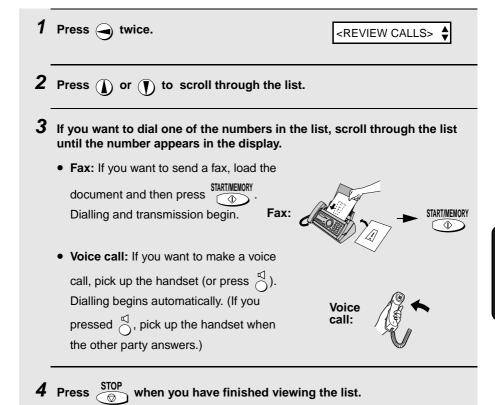
company at the caller's request.

Viewing the Caller ID list

If you subscribe to a Caller ID service and have turned on the Caller ID function, your fax machine will keep information on the most recent 30 calls and faxes you have received. You can view this information, which consists of the name and number of each caller, in the Caller ID List.

- ♦ After you have received 30 calls, each new call will delete the oldest call.
- ♦ All calls will be erased if you unplug the fax or a power failure occurs.

Follow the steps below to view the Caller ID List in the display. If desired, you can immediately dial a number when it appears.



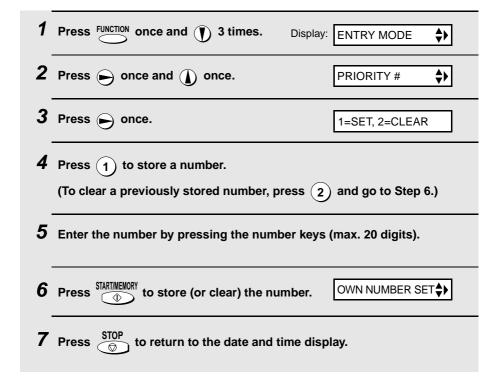
To delete calls from the Caller ID list

If you want to delete a single call from the caller list, press ① while the call appears in the display. If you want to delete all calls from the list, hold ① down for at least 3 seconds while you are viewing any number in the list.

Priority Call

With Caller ID turned on, you can set your fax to make a special ringing sound when you receive a call from a designated phone number. This lets you know immediately who is calling without having to look at the display.

To use this function, enter the desired phone number by following the steps below (only one phone number can be entered).



Blocking voice calls

With Caller ID turned on, you can use the Anti Junk Fax function described in *Blocking Reception of Unwanted Faxes* in this chapter to block voice calls as well as faxes from your specified Anti Junk Number.

In this case, when a voice call or a fax transmission comes in from the number you have specified as a "Junk Number", your fax will break the connection as soon as it receives the calling phone number from the caller ID service (before the second ring).

To use this function, enter the number that you wish to block as explained in *Blocking Reception of Unwanted Faxes* (see page 74). Only one number can be blocked.

Blocking Reception of Unwanted Faxes

The Anti Junk Fax function allows you to block reception of faxes from a party that you specify. This saves paper by not printing out unwanted "junk" faxes. To use this function, follow the steps below to enter the fax number from which you do not wish to receive faxes. One fax number can be entered.

Press FUNCTION once and	Display: ENTRY MODE	
Press once and	wice. ANTI JUNK #	
3 Press once.	1=SET, 2=CLEAR	
4 Press 1 to store an Anti Junk number, or 2 to clear a previously stored number (if you are clearing a number, go to Step 6).		
5 Enter the fax number by pressing the number keys (max. 20 digits).		
6 Press START/MEMORY		
7 press or return to the date and time display.		

6. Special Functions

Polling (Requesting a Fax Transmission)

Polling allows you to call another fax machine and have it send a document to your machine without operator assistance. In other words, the receiving fax machine, not the transmitting fax machine, initiates the transmission.

- 1 Dial the fax machine you want to poll using one of the following methods:
 - Enter the full number using the numeric keys.
 - Pick up the handset (or press) and dial the full number. Wait for the fax answerback tone.
 - If the number has been stored for automatic dialling, press or until the name (or number) of the other party appears in the display.

2 Press Poll

If you used the handset, replace it when POLLING appears in the display.
 Reception will begin.

PBX operations

If your fax is connected to a PBX, you can use it to perform the following operations:

Making enquiry calls: During a call, you can put the other party on hold, make a further call to a third party, and then go back to your original caller.

Transferring calls: You can transfer a call to another number on the same PBX without operator assistance.

Making enquiry calls

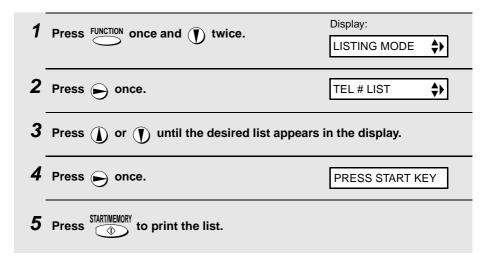
1	During the telephone conversation, press $\overset{\mathbb{R}}{\bigcirc}$. This puts the other party on hold.
2	When you hear the dial tone, dial the number of the third party for the enquiry call.
3	When you have finished the enquiry call, you will be automatically returned to the original caller as soon as the third party hangs up.

Transferring calls

7	During the telephone conversation, press . This puts the other party on hold.
2	When you hear the dial tone, dial the number to which you want to transfer the call. When the other party answers, hang up, and the call will be transferred.
	• If the other party does not answer, press \bigcap^R again to return to the original caller.

7. Printing Lists

You can print lists showing settings and information entered in the fax machine. The lists are described below. To print a list, follow these steps.



Telephone Number List

This list shows the fax and phone numbers that have been stored for automatic dialling.

Setup List

This list shows your current selections for the **FUNCTION** key settings. The list also shows your name and fax/telephone number as entered in the machine, and a sample of the header printed at the top of every page you transmit (**HEADER PRINT**).

Message List

This list shows information about the messages currently recorded in the answering machine, including the date and time each messages was recorded, the length, and the type.

Caller-ID List

This list shows information about your 30 most recent calls. (This list is only available if you are using the Caller ID function.)

Transaction Report

This report is printed out automatically after an operation is completed to allow you to check the result. Your fax machine is set at the factory to print out the report only when an error occurs.

◆ The Transaction report cannot be printed on demand.

Headings in Transaction Report

SENDER/ The name or fax number of the other machine involved in the transaction. If that machine does not have an ID function, the

communication mode will appear (for example, "G3").

START The time at which transmission/reception started.

TX/RX TIME Total time taken for transmission/reception.

PAGES Number of pages transmitted/received.

NOTE (One of the following notes will appear under **NOTE** in the report to indicate whether the transaction was successful.

and if not, the reason for the failure.)

OK - Transmission/reception was successful.

P.FAIL - A power failure prevented the transaction.

JAM - The printing paper or document jammed, preventing the transaction.

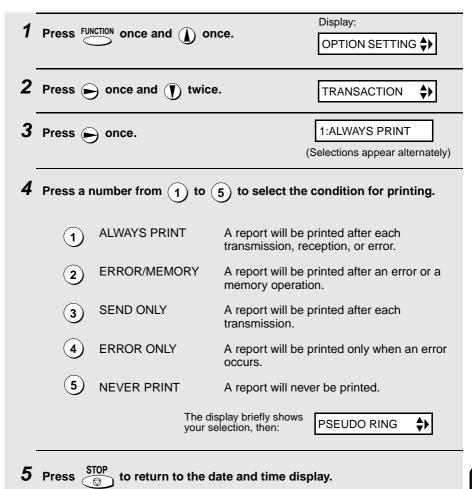
BUSY - The fax was not sent because the line was busy.

COM.E-0 to COM.E-7 - A telephone line error prevented the transaction. See *Line error* on page 83.

CANCEL - The transaction was cancelled because the **STOP** key was pressed, no document was in the feeder, or the other machine requested transmission using a function which your fax machine does not have. If you were attempting to fax, make sure a document is in the feeder. If you were receiving, contact the faxing party to see how they are trying to send to you.

Transaction Report print condition

You can change the condition under which a Transaction Report is printed out. Follow the steps below.



Help List

This list provides a brief guide to the operation of the machine. Press whilst no document is loaded in the feeder to print this list.

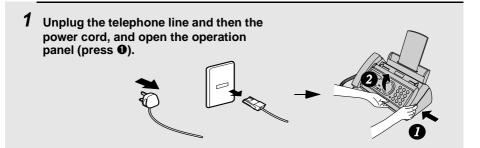


8. Maintenance

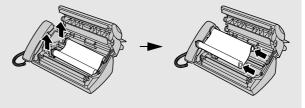
Print head

Clean the print head frequently to ensure optimum printing performance.

Note: Remove the paper from the paper tray before cleaning the print head.



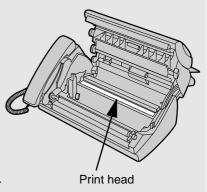
2 Take the imaging film out of the print compartment and place it on a sheet of paper.



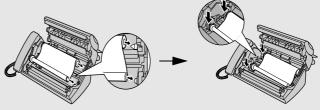
Wipe the print head with isopropyl alcohol or denatured alcohol.

Caution!

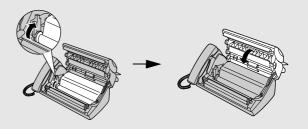
- Do not use benzene or thinner. Avoid touching the print head with hard objects.
- The print head may be hot if your fax machine has just received a large number of documents. If this is the case, allow the print head to cool prior to cleaning.



4 Place the imaging film back in the print compartment.



5 Rotate the front gear until the film is taut, and then close the operation panel (press down on both sides to make sure it clicks into place).



Scanning glass and rollers

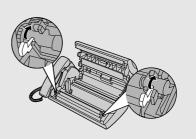
Clean the scanning glass and rollers frequently to ensure the quality of transmitted images and copies.

Note: Remove the paper from the paper tray before cleaning the scanning glass and rollers.

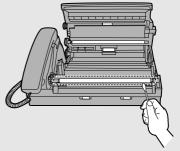
1 Open the operation panel (press **0**).



2 Flip up the green levers on each side of the white roller.



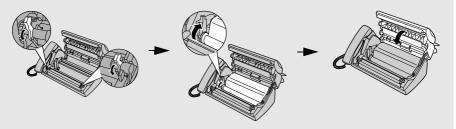
- 3 Wipe the scanning glass (under the white roller) and rollers with a cotton swab.
 - Make sure that all dirt and stains (such as correcting fluid) are removed. Dirt and stains will cause vertical lines on transmitted images and copies.



If the scanning glass is difficult to clean

If you find it difficult to remove dirt from the scanning glass, you can try moistening the swab with isopropyl alcohol or denatured alcohol. Take care that no alcohol gets on the rollers.

4 Flip down the green levers on each side of the white roller. Rotate the front gear until the film is taut, and then close the operation panel (press down on both sides to make sure it clicks into place).



The housing

Wipe the external parts and surface of the machine with a dry cloth.

Caution! Do not use benzene or thinner. These solvents may damage or discolor the machine.

9. Troubleshooting

Problems and Solutions

Line error

Problem	Solution	
LINE ERROR appears in the display.	Try the transaction again. If the error persists, check the following:	
	Check the connection. The cord from the TEL . LINE socket to the wall socket should be no longer than two meters.	
	Make sure there are no modem devices sharing the same telephone line.	
	Check with the other party to make sure their fax machine is functioning properly.	
	Have your telephone line checked for line noise.	
	Try connecting the fax machine to a different telephone line.	
	If the problem still occurs, your fax machine may need service.	

Dialling and transmission problems

Problem	Solution	
No dial tone when you pick up the handset or press the description	Make sure the handset cord is connected to the correct socket. See Connecting the handset on page 10.	
Dialling is not possible.	Make sure the power cord is properly plugged into a power outlet.	
	Make sure that the telephone line is properly connected to both the TEL. LINE socket and the wall socket.	
The power is on, but no transmission takes place.	Make sure that the receiving machine has paper.	
transmission takes place.	Make sure that the telephone line cord is plugged into the TEL. LINE socket, and not the TEL. SET socket.	
	If the receiving machine is in manual mode with no attendant, reception will not be possible.	
	Check the display for error messages.	
	Pick up the handset and check for a dial tone.	
Nothing is printed at the receiving end.	Make sure that the document for transmission is placed face down in the feeder.	
A distorted image is received at the other end.	Noise on the telephone line may cause distortion. Try sending the document again.	
	Make a copy of the document on your fax machine. If the copy is also distorted, your fax machine may need service.	

Reception and copying problems

Problem	Solution	
The power is on, but no reception takes place.	Make sure that the telephone line cord is plugged into the TEL. LINE socket, and not the TEL. SET socket.	
The printing paper comes out blank when you try to receive a document.	Make sure that the document is loaded properly in the feeder of the transmitting machine. Make a copy or print a report to confirm the printing ability of your machine.	
General print quality is poor.	It is important to select a paper that is appropriate for the thermal transfer printer in your fax. We recommend using laser quality paper that has a very smooth finish. Copier paper will work, but it sometimes tends to yield a lighter print quality.	
The received document is faint.	Ask the other party to send higher contrast documents. If the contrast is still too low, your fax machine may need service. Make a copy or print a report to check your machine's printing ability.	
Received images are distorted.	Noise on the telephone line may cause distortion. Have the other party try sending the document again.	
	The print head may be dirty. See <i>Print head</i> on page 80.	
	Make a copy or print a report on your fax machine. If the copy or report is also distorted, your fax machine may need service.	
A received document or copy prints out in strips.	Make sure the operation panel is completely closed (press down on both sides of the panel).	
The quality of copies is poor and/or dark vertical lines appear.	Any dirt or material on the scanning glass will cause spots to appear on copies and transmitted faxes. Clean the scanning glass as explained on page 81.	

Reception/copying is interrupted.	If reception or copying takes place continuously for a long time, the print head may overheat. Turn off the power and let it cool down. If overheating frequently occurs, try changing the print contrast setting to LIGHT (see page 16).
Dark vertical lines appear on copies and received faxes.	Try changing the print contrast setting to LIGHT (see page 16).

General problems

Problem	Solution	
A loud howling sound occurs when the speaker is used.	Feedback (a loud howling sound) may occur if you replace the handset while the speaker is on. To avoid feedback, turn off the speaker (press	
Auto-dial numbers cannot be stored in the fax.	Make sure the fax is plugged in and the imaging film has been loaded. (Auto-dial numbers cannot be stored if the imaging film has not been loaded.) See Loading the Imaging Film on page 13.	
Nothing appears in the display.	Make sure the power cord is properly plugged into a power outlet.	
	Connect another electrical appliance to the outlet to see if it has power.	
The machine does not respond when you press any of its keys.	If a beep sound is not made when you press the keys, unplug the power cord and then plug it in again several seconds later.	
Automatic document feeding does not work for transmission or copying.	Check the size and weight of the document (see Transmittable Documents on page 43).	

Messages and Signals

Display messages

Note: If you have turned on the Caller ID function, see page 70 for display messages related to Caller ID.

ADD PAPER & / PRESS START KEY (alternating messages)	Check the printing paper. If the tray is empty, add paper and then press the START/MEMORY key. If there is paper in the tray, make sure it is inserted correctly (take out the stack, align the edges evenly, and then reinsert it in the tray) and then press the START/MEMORY key.
A.M. TRANSFER	The answering machine's transfer function has been turned on (see page 40).
CHECK FILM/ CHECK COVER/ CHECK PAPER JAM (alternating messages)	These alternating messages appear when there is a problem in the print compartment that prevents printing. Check to see if the imaging film is not loaded properly or if it has been used up and needs replacement. Make sure the operation panel is completely closed (press down on both sides). If a paper jam has occurred, clear the jam as explained in the following section, <i>Clearing Paper Jams</i> .
CHECK PAPER SIZE	An incorrect size of paper has been loaded in the paper tray. Remove the paper and load A4-size paper.
DOCUMENT JAMMED	The original document is jammed. See the following section, <i>Clearing Paper Jams</i> . Document jams will occur if you load more than 10 pages at once or load documents that are too thick (see page 43).
FAX RX IN MEMORY	A fax has been received in memory because the imaging film needs replacement, you have run out of printing paper, or the paper is jammed. The fax will print out automatically when the problem is fixed.
FUNCTION MODE	The FUNCTION key has been pressed.

LINE ERROR	Transmission or reception was not successful. Press the STOP key to clear the message and then try again. If the error persists, see <i>Line Error</i> on page 83.	
MEMORY IS FULL/ SEE MANUAL (alternating messages)	The memory is full. You may have too many messages recorded in the answering machine. To erase messages, see page 30. This may occur during fax reception if too much data is received before the pages can be printed out. If faxes have been received to memory because printing is not possible (an additional message will indicate the problem), resolve the problem so that printing can continue (see Substitute Reception to Memory on page 66). If you are attempting to transmit from memory, see If the memory becomes full on page 57. If you are copying, see If MEMORY IS FULL appears on page 67.	
MEMORY PRINTING	The fax is preparing to or printing out a document from memory.	
NO DATA	This appears if you attempt to search for an auto-dia number when none have been stored.	
OFF HOOK	This appears if you forgot to replace the handset after using it to dial and send a fax. Replace the handset or press the STOP key to clear the message.	
ON HOOK DIAL	The d key has been pressed and the fax machine is waiting for you to dial.	
OVER HEAT	The print head has overheated. Operation can be continued after it cools. If overheating frequently occurs, try changing the print contrast setting to LIGHT (see page 16).	
PRINT HEAD FAIL/ YOU NEED SERVICE (alternating messages)	The print head has failed and requires service.	
READY TO SEND	A document has been loaded and the fax machine is waiting for you to begin faxing or copying.	

RECALLING	This appears if you attempt to send a fax by automatic dialling and the line is busy or the receiving fax machine does not answer. Your fax machine will automatically reattempt the call. (See <i>Automatic redialling</i> on page 54.)	
MESSAGES RCVD:XX	This indicates that you have received messages in the answering machine. "XX" is the number of messages.	
TOTAL PAGE(S) 01	Number of pages transmitted, received, or copied.	

Audible signals

Continuous tone	3 seconds	Indicates the end of transmission, reception, or copying.
Intermittent tone (3 beeps)	5 seconds (1 second on, 1 second off)	Indicates incomplete transmission, reception, or copying.
Rapid intermittent tone	35 seconds (0.7 seconds on, 0.3 seconds off)	Indicates that the handset is off hook.

Clearing Paper Jams

Clearing a jammed document

If the original document doesn't feed properly during transmission or copying, or DOCUMENT JAMMED appears in the display, first try pressing STARTIMEMORY. If the document doesn't feed out, remove it as explained below.

Important:

Do not try to remove a jammed document without releasing it as explained below. This may damage the feeder mechanism.

1 Press • and slowly open the operation panel until it is half open.



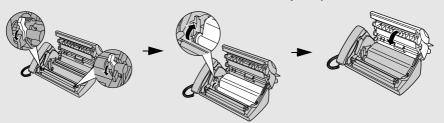
2 Flip up the green levers on each side of the white roller.



- **3** Gently and remove the document.
 - Be careful not to tear the document.



4 Flip down the green levers on each side of the white roller. Rotate the front gear until the film is taut, and then close the operation panel (press down on both sides to make sure it clicks into place).



Clearing jammed printing paper

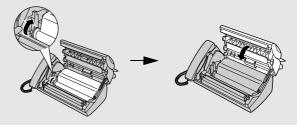
1 Open the operation panel (press **0**).



2 Gently pull the jammed paper out of the machine, making sure no torn pieces of paper remain in the print compartment or rollers.



3 Rotate the front gear until the film is taut, and then close the operation panel (press down on both sides to make sure it clicks into place).



Quick Reference Guide

Sending Faxes

Place your document (up to 10 pages) face down in the document feeder.



Normal Dialling

- 1. Lift the handset or press
- 2. Dial the fax number.
- Wait for the reception tone (if a person answers, ask them to press their Start key).
- 4. Press START/MEMORY .

Automatic Dialling

- Press or until the desired destination appears in the display.
- 2. Press START/MEMORY

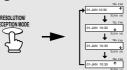
Direct Keypad Dialling

- 1. Dial the fax number.
- 2. Press START/MEMORY

Recording an Outgoing Message

- 1. Press MEMO, , , and .
- 2. Lift the handset, press STARTMEMORY, and speak into the handset.
- 3. When finished, press

Receiving Faxes



FAX mode: The fax machine automatically answers and receives faxes.

TEL mode: Answer all calls (even faxes) by picking up the handset. To begin fax

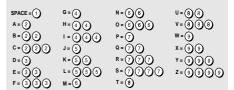
reception, press START/MEMOR

TEL/FAX mode: The fax machine automatically answers and receives faxes. Voice calls are signalled by a special ringing sound.

A.M. mode: Select this mode when you go out to receive both voice messages and faxes.

Storing Auto Dial Numbers

- 1. Press FUNCTION once and twice.
- 2. Enter the full fax/phone number.
- 3. Press START/MEMORY
- 4. Enter a name by pressing number keys. (To enter two letters in succession that require the same key, press after entering the first letter.)



5. Press START/MEMORY and then STOP.

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REMOTE OPERATION CARD

The card below is provided as a quick guide to remote operation. Cut it out and carry it with you when you go out.

Ren	note Operation Guide SHARP
1.	Call your fax from a touch-tone telephone, and press # when the outgoing message begins.
2.	Enter your remote code:
3.	Press # .
4.	After listening to your messages, you can either hang up to save them, or enter one of the commands on the reverse side.



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